

2133# 3811

MINISTRY OF THE ENVIRONMENT

GREENING PROCUREMENT



Ontario

Environment
Environnement

MINISTRY OF THE ENVIRONMENT
GREENING PROCUREMENT

Administrative Services Branch
November 26, 1992

**Administrative Services Branch
Greening Procurement
Agenda**

1. Introduction

**Negative impact on environment
Government's position**

2. Environmental Procurement Program

- **Statement of Principle**
- **Procurement Strategy**
- **Objectives**
- **Guidelines**
- **Tender Clause**
- **Selection Criteria**
- **The Product Information Form**

3. The Innovative Greening Products

- **Re-inked & Re-loaded Printer Ribbons**
- **HP Deskjet Printer Cartridge Refill**
- **Re-manufactured Printer Toner Cartridges**
- **Rubber Stamps for Fax Machine Transmission**
- **Versapak reusable envelopes**
- **Enviro Binders, Folders and Rulers**
- **EcoWriter - Pencils**
- **Sno-n-Ice Melter**

4. The Environment Procurement Process

- The process overview
- The procedure for products with ECP Logo
- The procedure for products without ECP Logo

5. Questions Period

The Environmental Procurement Program

Statement of Principle

In order to contribute to the Ontario Government waste management program, the Administrative Services Branch will facilitate the acquisition of goods and services that lessen the burden on the environment in their production, use and final disposition, wherever possible and economical.

Procurement Strategy

The Administrative Services Branch has developed and implemented a product-based strategy to support environmental procurement. This strategy supports the integration of environmental considerations into the procurement process.

Objectives

Procurement provides an effective means of greening our environment. Our partnership with suppliers and clients will be decisive in the successful implementation of the Ontario Government waste management program.

Objectives

A product-based strategy to environmental procurement will enable us to:

- **Direct change in procurement practices, to support the development and acquisition of environmentally sound products;**
- **Support a sustainable waste management base on hierarchy of three essential options: reduce, reuse and recycle (3Rs);**
- **Green the Ministry's operations.**

Guidelines

- **The development of Environmental Guidelines**
- **The use of a Tender Clause in tender documents wherever applicable**
- **The adoption of Product Performance Standards**
 - **Environmental Choice Program**
 - **Product Performance Standards**
 - **Other Environmental Considerations.**
- **The development of the Product Information Form**
- **The development of Product Specifications**

Tender Clause

The Government intends that appropriate environmental protection practices be supported within the private sector. We therefore encourage you to take an active role in implementing environmentally sound business practices and providing goods and services that lessen the burden on the environment in their production, use and final disposition.

Selection Criteria

Mandatory

In cases where mandatory environmental criteria are specified, these must be fully met by the prospective vendor. Should these criteria not be met, the bid will be disqualified.

Desirable

In cases where environmental criteria are specified as desirable, these will be assessed as part of the overall evaluation of a product or service. A price preference of 10% may apply in favour of products that meet environmental guidelines.

Product Information Request Form

Product Information Request Form

- **It is the procurement policy of this Ministry to give preference to products, where possible, which carry the EcoLogo symbol and are environmentally sound.**
- **This form is required to assess the environmental appropriateness of your product. Bids submitted without this completed form will be not accepted. Please print or type your answers on the front and reverse of the form.**

It is the procurement policy of this Ministry to give preference to products, where possible, which carry the EcoLogo symbol and are environmentally sound. This form is required to assess the environmental appropriateness of your product. Bids submitted without this completed form will not be accepted. **Supporting documentation must be attached to this form for any items marked "Yes" in Sections 1, 3 and 4. Please do not complete shaded areas.** Type or print clearly.

1. Product	Product name	Product carries EcoLogo symbol? <input type="checkbox"/> Yes, specify Guideline No. ECP and complete Section 5. <input type="checkbox"/> No, complete all Sections.
------------	--------------	--

2. Product Performance Standards	Name of performance standard which product conforms to
	Name of government/agency that set performance standards
	List of attached test documents

3. Product Content	3.1	Is product designed to reduce consumption?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.2	Is the product designed to minimize waste?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.3	Does the product require special disposal considerations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.4	Are recycled materials used to produce the product?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.5	Is the product reusable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.6	Can the product be recycled after use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.7	Is the product energy efficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.8	Is the product free from any banned substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.9	Are recyclable materials used to produce replacement parts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.10	Is the product free from toxic or endangered materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. Packaging	4.1	Can the packaging be eliminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	4.2	Is the packaging designed to be minimal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	4.3	Is the product packaged in bulk (if functional)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	4.4	Is the packaging recyclable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	4.5	Are recycled materials used to produce the packaging?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

--	--	--

5. Certification	<i>I certify that our product information, as stated on this form, is complete and accurate, and all the necessary supporting document(s) is provided.</i>		
	Signature of authorized official	Name of authorized official	Date
	Title of authorized official	Telephone No.	Fax No.
	Name and mailing address of company		

The Greening Products

Administrative Services Branch
Greening Products

The Product

Re-inked & Re-loaded Printer Ribbons

What is involved?

Used dot matrix printer ribbons are being re-inked by a special device which will re-ink the entire used ribbons in a few minutes. The end result is that the quality of the re-inked ribbon is just as good as the original ribbon and lasts just as long. After three applications of re-inking, the used ribbon can be replaced by a new ribbon through the process of re-loading. This process uses new ribbon material, but saves all the casing and related attachment of the original ribbon; so only the original ribbon material will be replaced.

The Benefits

Environment:

It will reduce the waste of the used ribbons and related casing, therefore, saving the virgin material and energy that are used to produce such ribbons. This will directly reduce the burden on our environment.

Financial:

It costs less and therefore it helps to save operation costs. The durability of such re-inked products lasts as long as the original ones. There are a total of three (3) applications of the re-inked material for each used ribbon. At the end of the "three applications" of the re-inking, the same used ribbon can be re-loaded with a brand new ribbon material at half of the original costs!

Therefore, the cost savings can really be derived from two sources:

- 1) re-inking the ribbon and**
- 2) re-loading the ribbon**

1. Savings from re-inking one ribbon

Original Investment	Cost would have		
<u>Costs</u>	<u>to be incurred</u>		<u>Savings</u>
One ribbon = \$23.00	\$ 23.00		0
1st applica = 1.25	\$ 23.00		\$ 21.75
2nd applica = 1.25	\$ 23.00		\$ 21.75
3rd applica = <u>1.25</u>	<u>\$ 23.00</u>		<u>\$ 21.75</u>
Totals	<u>\$26.75</u>	<u>\$ 92.00</u>	<u>\$ 65.25</u>

Using the re-inking method, a total original costs of \$26.75 for a ribbon and the re-inking materials, can give rise to a saving of \$65.25. Therefore, using the re-inking method, it takes less than 5 times ($300 \div 65.25$) using regular ribbons to recover the investment cost of \$300.00 for the re-inking equipment.

Cost Savings on projected 100 ribbons

$$\begin{array}{rclcl} \text{Savings per ribbon} & \times & \text{Number of ribbons used} & & \\ \$ 65.25 & \times & 100 & = & \underline{\underline{\$ 6,525.00}} \end{array}$$

2. Savings from re-loading the ribbon

<u>Original Costs</u>	<u>Re-loading Cost</u>	<u>Savings</u>
-----------------------	------------------------	----------------

\$ 23.00	\$ 11.50	\$ 11.50
----------	----------	----------

Cost Savings on projected 100 ribbons:

Savings per ribbon x Number of ribbons

\$ 11.50	X	100	=	<u>\$1,150.00</u>
----------	---	-----	---	-------------------

COSTS SAVINGS SUMMARY

The following represents savings that can be derived from re-inking and re-loading a used printer ribbon:

a) Savings from re-inking = \$ 65.25

b) Savings from re-loading = \$ 11.50

Total \$ 76.75

Total Savings on 100 projected ribbons:

\$ 76.75	X	100	=	<u>\$7,675.00</u>
----------	---	-----	---	-------------------

How to obtain such products?

The Administrative Services Branch has presently purchased such a device that will re-ink the used dot matrix printer ribbons as well as ribbons for fax machines. The cost of such device is \$300.00. This device will last several years under proper usage.

In addition, the re-loading services are now available. You may contact Lyrister David at 323-4207 for more information.

Administrative Services Branch
Greening Products

The Product

HP Deskjet and Deskwriter Printer Cartridge Refill

What is involved?

Used Deskjet and Deskwriter Printer Cartridges are being refilled with special ink. The quality of the printing using the "refill" is as good as the original printer cartridges.

The Benefits

Environment:

It will reduce the waste of the used cartridges and therefore saves the virgin material and energy that are used to produce such cartridges. This will directly reduce the burden on our environment.

Financial:

It costs less and therefore it helps to save operation costs. The durability of such refilled products lasts as long as the original ones.

<u>Original Costs</u>	<u>Refill Cost</u>	<u>Savings</u>
-----------------------	--------------------	----------------

\$ 18.00	\$ 6.50	\$ 11.50
----------	---------	----------

Total Cost Savings on projection:

Savings per unit x Number of Refills projected

\$ 11.50	x	100	=	<u>\$ 1,150.00</u>
----------	---	-----	---	--------------------

Other Benefits

The downtime for the printer is minimal.

How to obtain such products?

The Administrative Services Branch has presently contracted a supplier who will supply the "special" ink and tests indicated excellent results. You may contact Lyrister David at 323-4207 for more information.

Administrative Services Branch
Greening Products

The Product

Re-manufactured Laser Printer Toner Cartridge

What is involved?

Used Laser Printer Toner Cartridges are being returned to manufacturer/dealer who will have them reconditioned or re-manufactured instead of throwing them away as garbage.

The Benefits

Environment:

It will reduce the waste of the used toner cartridges and therefore saves the virgin material and energy that are used to produce such cartridges. This will directly reduce the burden on our environment.

Financial:

It costs less and therefore it helps to save operation costs. The quality of such re-manufactured products lasts as long as the original ones.

<u>Original Costs</u>	<u>Re-manufactured</u>	<u>Savings</u>
\$ 100.00	\$ 55.00	\$ 45.00

Total Cost Savings on 100 projected units

Savings per unit x No of Re-manufactured projected

$$\begin{array}{rcll} \$ 45.00 & \times & 100 & = \underline{\underline{\$ 4,500.00}} \end{array}$$

How to obtain such products?

The Administrative Services Branch has presently contracted a supplier who will take back all the used cartridges for re-manufactured. You may contact Lyrister David at 323-4207 for information.

Administrative Services Branch
Greening Products

The Product

Rubber Stamps for Fax Machines

What is involved?

Specially made rubber stamps for transmission via fax machines are used to replace the cover page for faxing information. This rubber stamp contains all the information that a cover page might have. When faxing information, the rubber stamp will be stamped on the face of the document to be faxed. Information such as sender's name and branch can be filled in on the space provided by the stamp.

The Benefits

Environment:

It will reduce the waste of the use of extra paper and therefore saves the virgin material and energy that are used to produce such papers. This will directly reduce the burden on our environment.

Financial:

It saves the cost of the extra paper and therefore it helps to save operation costs. It is also more efficient as less work is involved. It therefore saves time as well, this in turn can translate into cost saving.

Total Cost Savings:

Cover Page + Telephone time = \$.02 + \$.78 = \$.80

Cost Savings on projected 100 cover-pages

\$0.80 x 100 = \$ 80.00

How to obtain such products?

The Administrative Services Branch has recently ordered two rubber stamps for faxing. One is square and the other is rectangular in shape. We have been trying these rubber stamps and found them very useful. You may contact Louis Leung at 323-4472 for further information.

Administrative Services Branch
Greening Products

The Product

Versapak Pouches for delivery of printed materials

What is involved?

Versapak pouches are designed to replace PAPER and PLASTIC products and are available in various sizes to transport printed material, payroll information and data reports.

The Benefits

Environment:

It will reduce the use of the multiple use envelopes and other similar products, therefore saves the virgin material and energy that are used to produce such products. This will directly reduce the burden on our environment.

Financial:

It costs less and therefore it helps to save operation costs. The Versapak products have a five years warranty on material and workmanship.

Estimated cost savings based on using 100 envelopes for 5 years are calculated as follows:

Paper envelopes	\$ 11,960.00
Versapak Envelopes	<u>\$ 3,712.00</u>
Savings	<u>\$ 8,248.00</u>

How to obtain such products?

The Administrative Services Branch is presently using the Versapak products for delivery. Experience indicated that such products are worth to be considered. You may contact Lyrsiter David at 323-4207 for more information.

Company name : ANY Co LIMITED

ENVELOPE COST ANALYSIS

Date : OCTOBER 1991

NUMBER OF BRANCHES

20

PAPER ENVELOPES

No of envelopes per week :-

Head office to each branch

100

Each branch to head office

100

Total envelopes per week

200

Total envelopes used per year

10,400

Over 5 years

52,000

Cost of C4 manilla envelopes

= \$210.00 per 1,000

Over 5 years

\$10,920

Cost for repetitive addressing

= 0.02 per label typed

Over 5 years

\$1,040

+ + + TAPE, STAPLES, SECURITY

& BURSTING PROBLEMS + + +

TOTAL COST OVER 5 YEARS

\$11,960

VERSAPAK REUSABLE ENVELOPES

5 Versapaks required per branch :-

1 at head office, 1 at each branch

& 3 in transit

Total number of Versapaks

100

Type

C.V.F.2.

Size

16"x12"

Unit cost

\$17.90

Total cost

\$1,790

Double sided reusable printed address labels.

Unit cost

0.50

Total cost

\$50.00

Security seals

Quantity per year

10,400

Cost \$36.00 per 1,000

Total cost over 5 years

\$1,872

TOTAL COST OVER 5 YEARS

\$3,712

TOTAL SAVING OVER 5 YEARS

\$8,248.00

Administrative Services Branch
Greening Products

The Product

Enviro Binders, Folders and Rulers.

What is involved?

These products are made from 100% recycled post consumer 2-litre soft drink (PET) bottles. The company offers all sizes of three ring or multi-ring binders, presentation folders, rulers, telephone book covers in the recycled material.

The Benefits

Environment:

It will save the use of the virgin vinyl materials that are used to produce similar products. This will directly reduce the burden on our environment. Instead, the process uses materials placed in our Blue Boxes to produce useful office stationery.

Financial:

It costs a bit less and therefore it helps to save operation costs.

Estimated cost savings based on using 1000 1" 3-ring binders are calculated as follows:

Unit cost of Vinyl binder	\$ 3.43
Unit cost of Recycled PET	<u>\$ 3.05</u>
Savings	<u>\$.38</u>
Total Savings for 1000 binders	
1000 X \$0.38 =	<u><u>\$380.00</u></u>

How to obtain such products?

Can Alta Bindery Corp. of Sarnia, Ontario is the company making such products. Their telephone No. is (519) 336-5068. Or you may contact Louis Leung at 323-4472 for more information.

Administrative Services Branch
Greening Products

The Product

EcoWriter - Pencils

What is involved?

It's the first pencil created to help conserve our precious resources. The EcoWriter's barrel is made from 100% recycled newspaper and cardboard fibre -- 60% post consumer -- which has been diverted from the waste stream.

The Benefits

Environment:

It will save the use of the virgin wood materials that are used to produce pencils. It uses newspaper and cardboard fibre diverted from the waste stream. This will directly reduce the burden on our environment.

Financial:

It costs a bit less and therefore it helps to save operation costs.

Estimated cost savings based on using 100 packages of 10 pencil each are calculated as follows:

Unit cost of Wood Pencil	\$ 0.22
Unit cost of Recycled PET	<u>\$.16</u>
Savings	<u>\$.06</u>
Total Savings for 1000 binders	
1000 X \$0.06 =	<u>\$ 60.00</u>

How to obtain such products?

Faber Castell Canada Inc. of Oakville, Ontario is the company making such products. These products will soon be available in all Stationery Supplies Stores, like Grand & Toy etc. Or you may contact Louis Leung at 323-4472 for more information.

Administrative Services Branch

Greening Products

(Information is obtained from the Co's brochure)

The Product

Sno-n-Ice Melter

What is involved?

Calcium Magnesium Acetate (CMA) is the only proven low-corrosion alternative to chloride ice melter. It is the best available technology for preventing the corrosion of concrete and steel structures, automobiles, walkways, machinery, bridges and parking areas.

The Benefits

Environment:

The Nature's Choice CMA is non-harmful to vegetation and surface water. Study by Hobson (1990) found that CMA caused little or no harm to both trees and grasses. Some test indicated that chloride ice melter is harmful to vegetation.

Metal:

The Nature's Choice CMA solutions exhibit mild general corrosivity, similar to tap water. It was claimed that chloride cause severe attack and deep localized pitting.

Concrete:

Nature's Choice CMA causes minimal surface scaling on cement concrete.

Prices:

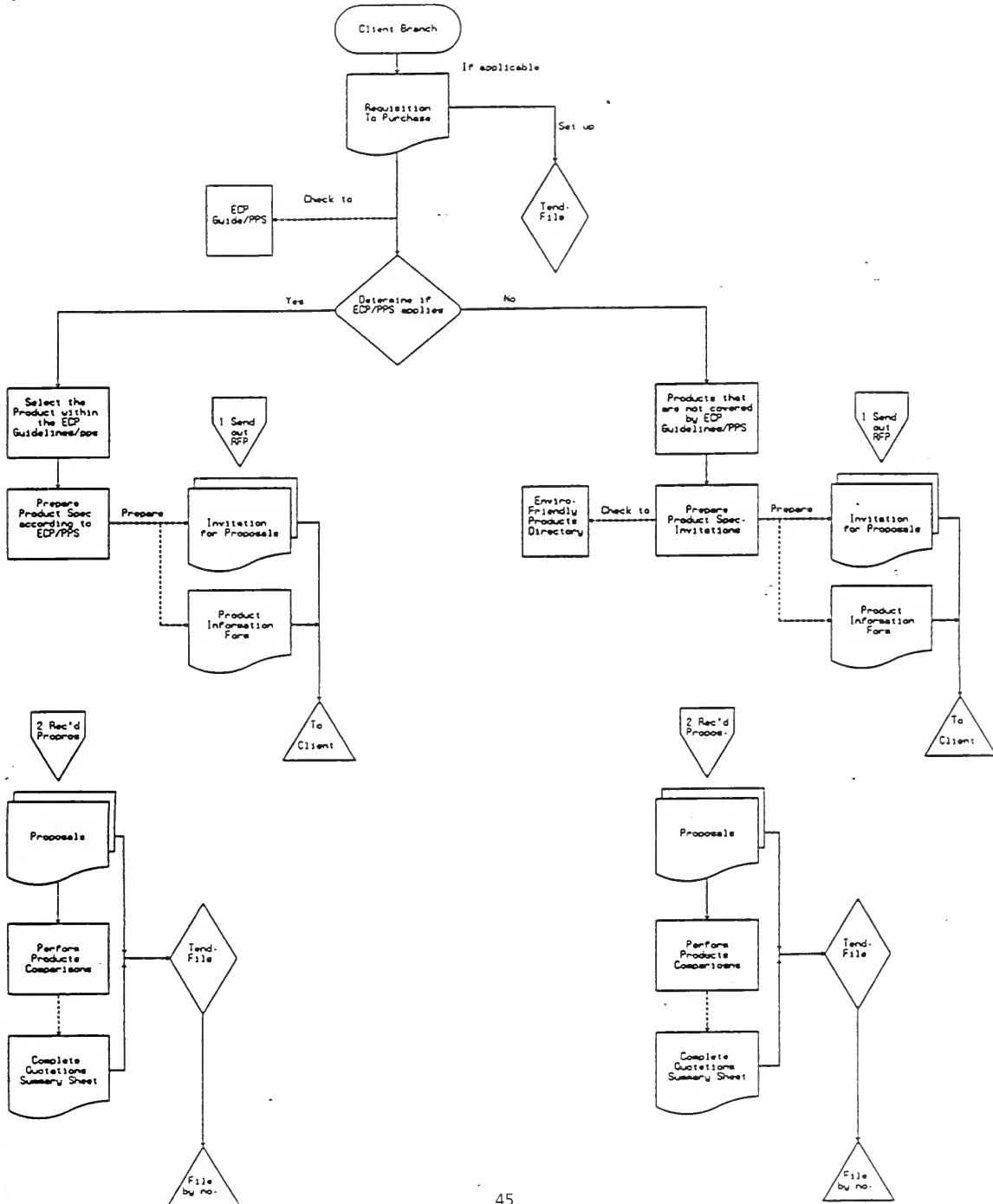
7 lb Jug	\$ 7.95
50 lb Bag	\$ 23.95
1 Skid 48 bags	\$ 19.95 per bag

How to obtain such products?

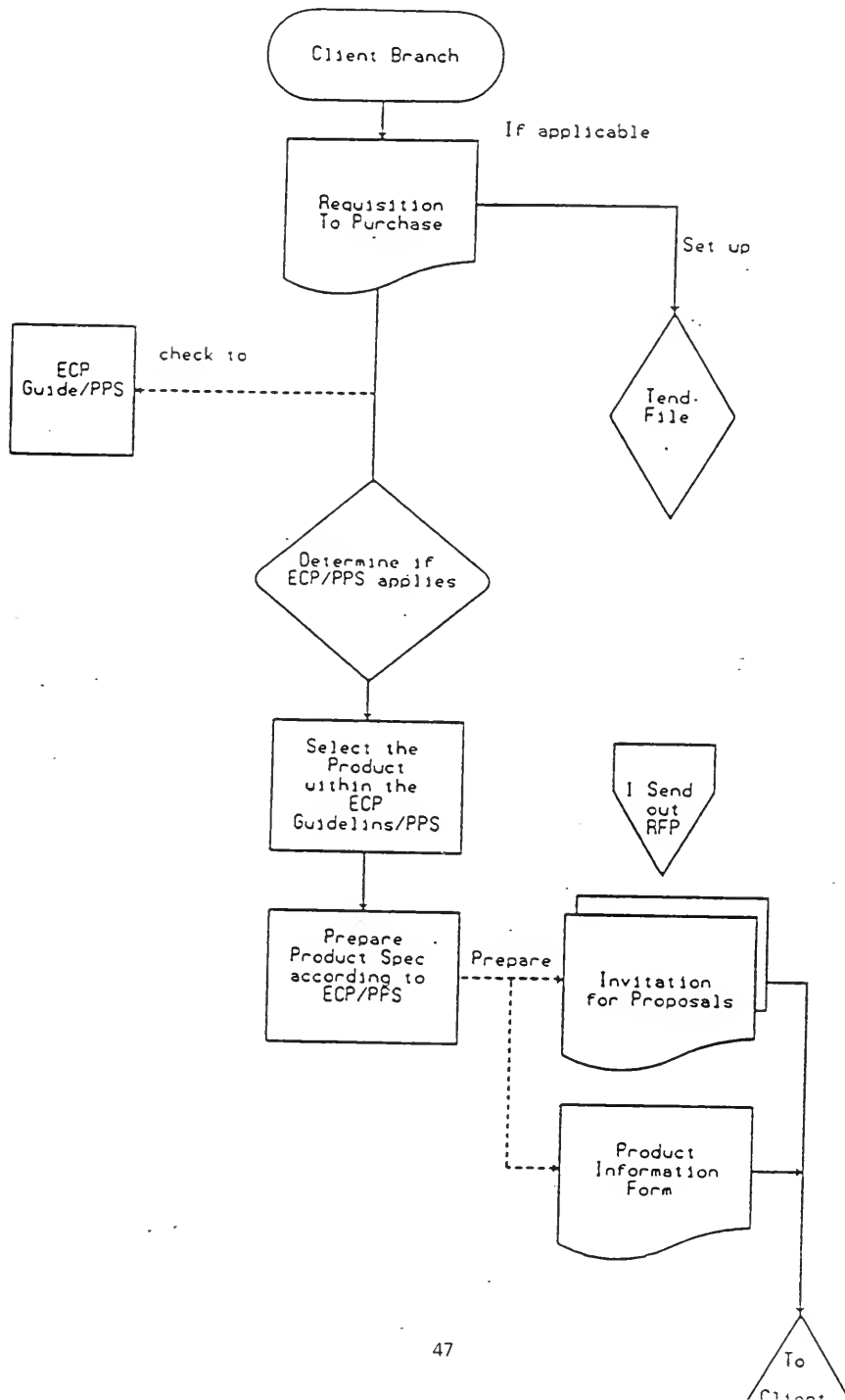
Guest Industrial Hardware is the distributor of CP Industries for this product. Their telephone No. is (416) 454-5671. Or you may call Louis Leung at 323-4472 for more information.

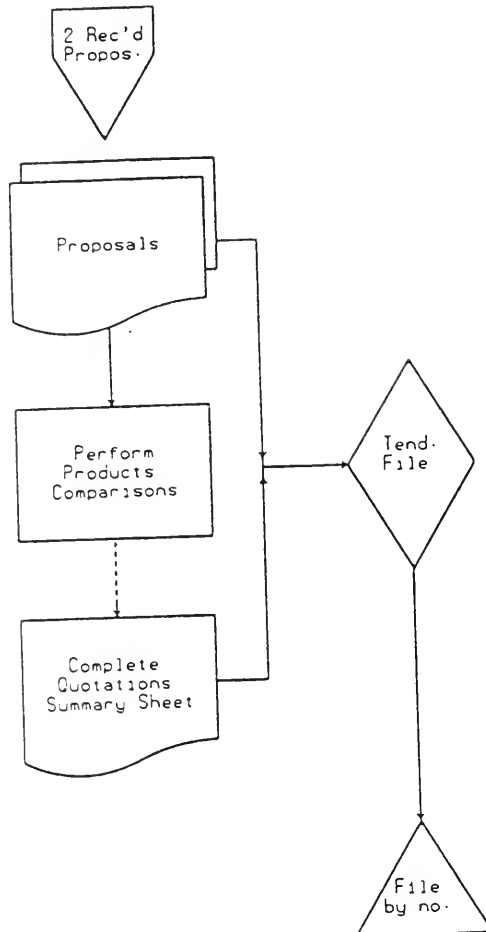
The Environmental Procurement Process

Administrative Services Branch Greening Procurement



Administrative Services Branch Greening Procurement





APR/24/92

**MINISTRY OF THE ENVIRONMENT
EVALUATION SCHEDULE**

PRODUCT: Alkaline Batteries (ECP-27-90)

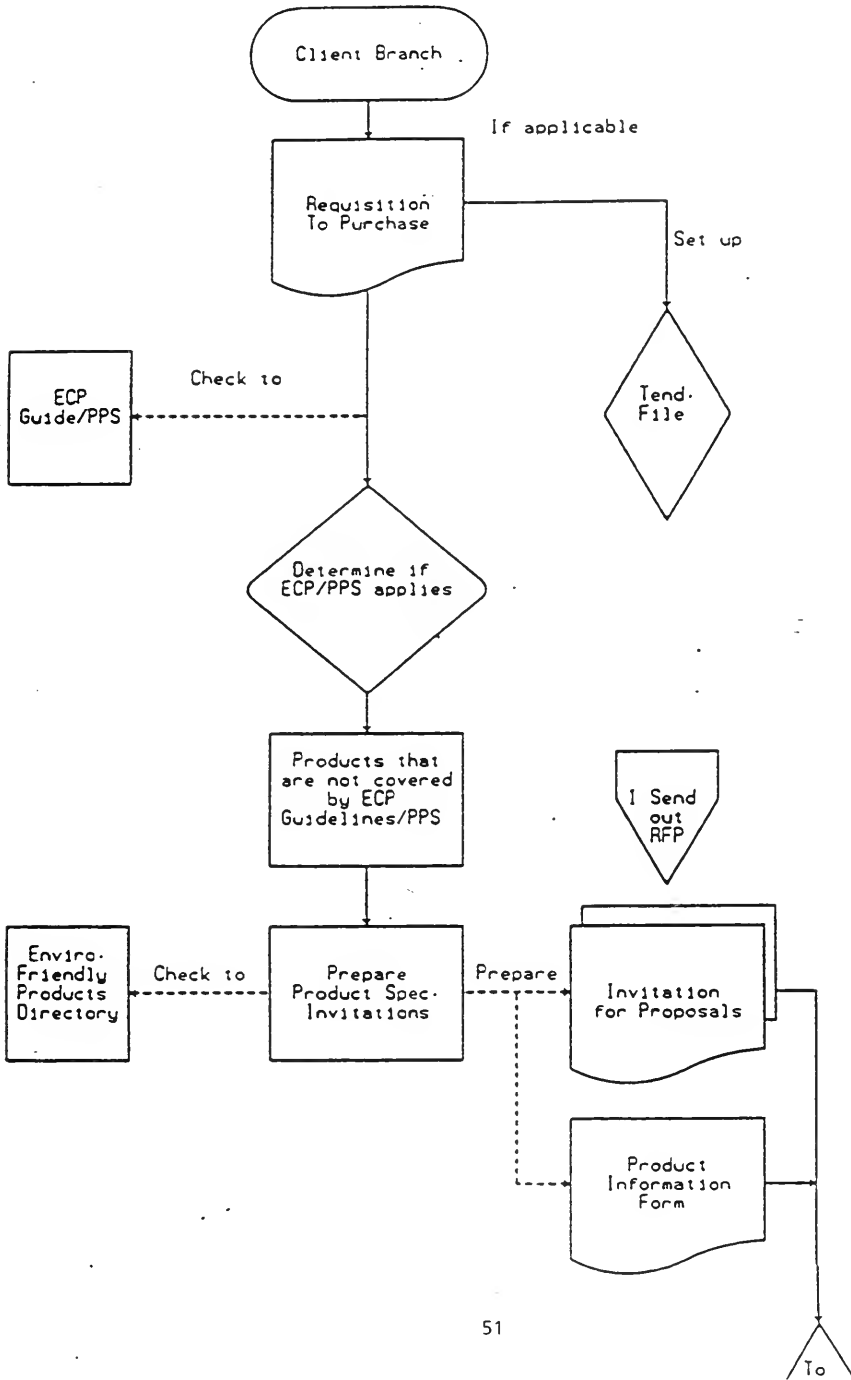
Mandatory Criteria	Company A	Company B	Company C
1. Environmental Choice Program Guidelines (ECP)	Yes	No	Yes
Other Evaluation Criteria Ten points for each following items			
2. Quality/Assurance/Durability	3		4
3. Lead Time	4		5
4. F.O.B.	2		4
5. Guarantee/Warranty	4		3
6. Services Availability	3		4
Total Scores	16		20
Price	\$100		\$95

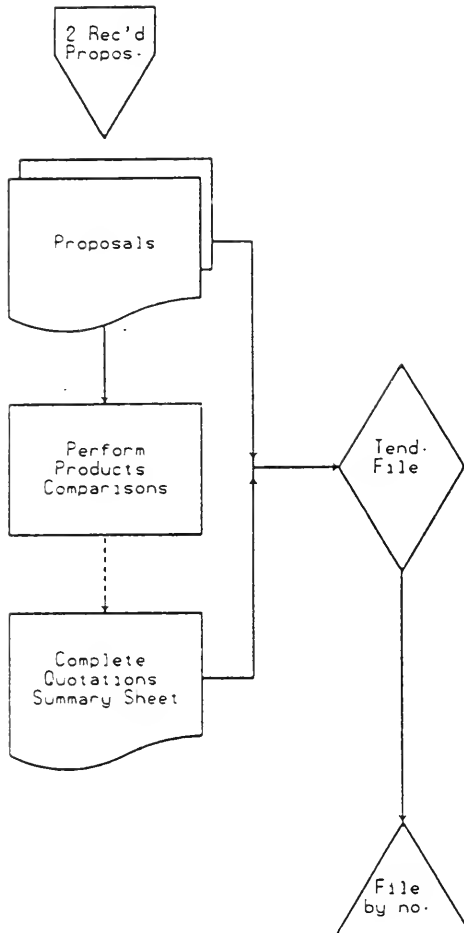
Evaluated by: _____

Date : _____

Approved by: _____

Administrative Services Branch Greening Procurement





L/APR/24/92

**MINISTRY OF THE ENVIRONMENT
EVALUATION SCHEDULE**

PRODUCT: SEWAGE MECHANICAL PUMP

Mandatory Criteria	Company A	Company B	Company C
1. Meeting the Product Specifications	Yes	Yes	Yes
Greening Evaluation Criteria (Maximum 15 points)			
2. Environmental considerations as per Product Infor Form	7	8	11
Other Desirable Criteria Ten points for each following items			
3. Quality/Assurance/Durability	6	10	8
4. Lead Time	8	6	10
5. F.O.B.	4	8	8
6. Guarantee/Warranty	9	10	7
7. Services Availability	6	4	8
Total Scores	40	46	52
Price	\$450	\$480	\$530

Evaluated by: _____

Date : _____

Approved by: _____

